



## Cycle Counter

ASV Holdings, Inc. designs and manufactures a full line of compact track loaders and skid steers used primarily in construction, forestry, landscaping and agriculture. ASV also sells OEM equipment and aftermarket parts.

ASV has an immediate opening for an Inventory Cycle Counter. This position reports directly to the Inventory Control Supervisor.

### **OVERVIEW:**

The Cycle Counter is responsible for maintaining inventory accuracy by validating our raw material and finished good inventory through the continuous inventory and cycle counting processes per established company guidelines.

### **RESPONSIBILITIES:**

- Verifies inventory levels by physically counting parts in stock.
- Prepares reconciliation reports such as count sheets, work in process, received goods, etc.
- Comply with all established safety rules and practices.
- Research, document and resolve inventory discrepancies using all available resources.
- Assists in developing solutions to inventory discrepancies.
- Establish and maintain effective relationships with team members.
- Work with key personnel to effectively implement process improvements to optimize location and item level accuracy.
- May be required to operate various types of industrial material handling equipment including powered lift trucks.
- Additional duties as assigned.

### **QUALIFICATIONS:**

#### **Education:**

- High School diploma or GED (General Education Diploma) equivalency.

#### **Experience:**

- Minimum of 1-3 years related experience and/or training.
- PC literate with experience with Microsoft Outlook, Word, and Excel.
- Proficiency in inventory software, databases and systems.
- Forklift driving experience.

**Other required knowledge, skills, and abilities:**

- Ability to work well independently and with others.
- Dedication to safety.
- Attention to detail.
- Ability to keep accurate records.
- Ability to work under deadlines and meet competing demands.
- Good customer service and interpersonal skills.
- Proven traits in dependability, initiative, high energy, and proficient in time management.

The above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.